

## Application for Federal Assistance (SF424)

The Application for Federal Assistance (SF424) form is used by grant applicants to enter their application for a grant from CNCS, update that application if requested by CNCS, and review the application at any point. CNCS staff uses the form to review the submitted application, and to change the status of the application after submission (e.g., reject the application for non-compliance or schedule the application for review). CNCS staff can also use this form to enter an application that is received in non-electronic form. The budget for the grant application can be accessed from this form.

The screenshot shows the 'Application for Federal Assistance SF424' web application. The interface has a top navigation bar with tabs: Applicant, Application, Assurances and Certifications, Narratives, Subapplications, and Documents. The 'Application' tab is active. The form is divided into several sections. On the left, the 'Applicant' section includes fields for EIN, Legal Applicant (Hampden County Correctional Center), Street Address (627 Randall Road), City (Ludlow), State (MA), and Zip (01056). Below this is the 'Project/Project Director Information' section, which includes Project Title (Hampden County Correctional Center), Street Address (627 Randall Road), City (Ludlow), State (MA), Zip (01056), Project Director (GRAMAROSSA, EUGENE), Day Phone, Fax, and E-mail. At the bottom left is the 'Name of Authorized Representative' (GRAMAROSSA, EUGENE) and 'Telephone Number'. On the right, the 'Prime Application' section includes fields for Application ID, Program Description, and Subapplication Due Date. Below this is the 'Type of Application' (New) and 'If Amendment, select type'. Further down are fields for 'Grant Number', 'Program Initiative', 'Date Received by CNCS', 'Date Received by Prime', and 'Created by' (DCOHEN). At the bottom right, there is a 'Report' dropdown and a 'Run Report' button. The 'Application' section at the top includes 'Application ID' (95VA000025), 'Status' (Closed), 'Application Due Date' (02/28/2002), and 'NOFA' (Conversion - AmeriCorps VISTA (2002)). There are also buttons for 'Enter/Edit Budget', 'Verify', 'Submit Application', and 'Run Report'.

The first two tabs of the form are based on the standard SF424 application form. The remainder of the form is used to enter project narratives, the project workplan or objectives, and to cite which required documents have been submitted to CNCS, are on file, or are not applicable to the project.

This form changes configuration depending on the Notice of Funds Availability (NOFA) that the applicant is responding to. Different CNCS programs have different requirements for narratives, workplans or objectives, and required documents. Refer to the instructions for applying for a grant before using this form to enter the information. For AmeriCorps programs with subgrants, an additional tab for reviewing subgrantee applications is also provided.

Before a grant application can be submitted to CNCS, both the application and the budget must be "validated", that is, eGrants will check the application to ensure that all required fields have been completed and that the budget meets all requirements for matches and other budget rules applicable to the CNCS program.

To enter a grant application, your organization must be entered in the eGrants database, and you must have a user account associated with the organization. If you do not have an account, select the Create an Account button from the eGrants web page and follow the instructions to create an account.

To begin entering an application, select the Log In option from the eGrants web page. Log in with your username and password. Select Application for Federal Assistance from the eGrants main menu. The form will open in enter data mode – you can start entering your grant application. First, select the NOFA

you are responding to. Fill out the fields in the form based on the CNCS program instructions. You can save your application at any time and return to it later, although you must enter a new program name or select an existing program name before you can save your application. To save the application, click on the Save icon (or press the F10 function key). Write down the Application ID that is created. This ID will be used to identify the application until it becomes a grant.

To access the application later, click the Enter Query icon (or press F7), enter the Application ID, then click the Execute Query icon (or press F8). To see all applications your organization has entered, click the Enter Query icon, then click the Execute Query icon. Use the Previous and Next Record icons (or the up and down arrows) to see each application.

To enter the grant application budget, click the Enter/Edit Budget button at the bottom of the form. The [Enter Budget](#) form will open. Follow the instructions for that form and the CNCS application guidelines to enter and validate the budget.

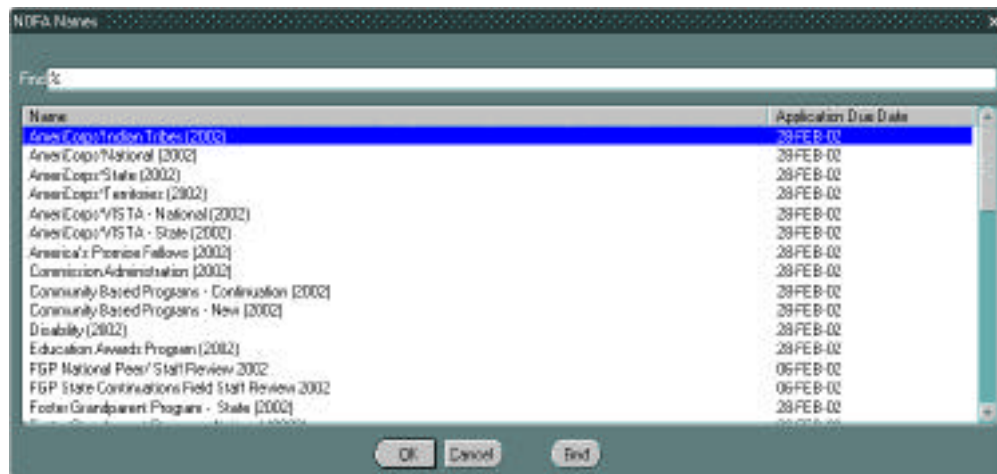
When you have finished entering all application and budget information as described in the program application guidelines and this document, click the Verify button. eGrants will check to be sure that the budget has been validated and that all required information has been entered. If there are any errors, a list of those errors will be displayed. Correct the errors and verify the application again. When the application is verified, you can submit it to CNCS. Click the Submit button to submit the application.

After the application is submitted, you can query and view the application, but you cannot make any changes to it. If CNCS requests changes after the application has been reviewed, you will be notified that changes are required, and the application will be unlocked so that you can make the requested modifications to the application and/or budget. After those changes have been completed, click the Submit button to resubmit the application to CNCS.

Before starting to enter an application, read the [eGrants Interface Operation Instructions](#).

## Applicant Tab

The first tab on the form is the Applicant tab. To enter an application, start on this tab. Begin by selecting the NOFA under which you are applying. Either click on the list of values button next to the field, or click in the NOFA field and press the F9 function key. Select the NOFA from the list and click on the OK button.



If you are applying for a new grant

- Select the NOFA you are applying under. The application type will automatically be set to "New".

If you are applying for a continuation of an existing grant or are a Senior Corps grantee applying for a renewal of a grant

- Select the NOFA you are applying under.
- Select the application type (will default to Continuation).
- Enter the grant number of the grant to be continued or renewed.
- Confirm that you want the existing grant information copied.
- After the grant is copied, edit the existing grant information in accordance with your current application.

If you are applying for an amendment

- Select the NOFA you are applying under.
- Select Amendment as the application type.
- Enter the grant number of the grant to be amended.
- Select the type of amendment.
- If the type of amendment is a no-cost extension, enter the extension date being requested.

If you are applying for an AmeriCorps subgrant

- Select the NOFA you are applying under.
- Enter the application ID of the prime applicant. You must contact the prime applicant to obtain this ID.
- Verify that the program description matches the program for which you are applying, and note the subapplication due date.

If your organization is a state commission and you are submitting an application for formula subgrants, click on the Formula checkbox.

You can save your application at any time. We recommend that you save on a regular basis (at least once per tab) to ensure that you do not lose information if your internet connection is dropped. You can save a partially completed application and return to it later. To retrieve a saved application, open the form, click on the Enter Query icon, enter your application ID, and click on the Execute Query icon. If the Status of the application is "Grantee Initial Entry" or "Return to Applicant for Rework", you may make changes, otherwise you can only view the application.

The rest of this document describes the purpose of each tab, and describes each field. Enter the information required by the program you are applying for.

<b>Application ID</b>	A unique number assigned to a grant proposal. This number is assigned when you save the application. Note the number so that you can query on it when you return to update or review the application.
<b>Status</b>	This is the current status of your application. If the status is "Initial Grantee Entry" you may make changes to your application. This status will be maintained until you submit the application. If the Corporation asks you to make changes to your budget or workplan, the status will be reset to "Return to Applicant for Rework" and you will be able to make changes and resubmit the application. You can view the application status at any time by querying on the application ID.
<b>Application Due Date</b>	Date by which all applications must be received by the Corporation. If this is an application for an AmeriCorps subgrant, this is the date by which the prime application must be submitted. Subapplications must be submitted by the Subapplication Due Date.
<b>NOFA</b>	The Notice of Funds Availability under which you are applying. When entering an application, this is the first field you must enter.

<b>Formula</b>	Check if you are a prime applicant and will be submitting subapplications for formula grants.
----------------	---

### Prime Application

This section is used for applicants submitting AmeriCorps State or National prime or subgrant applications.

<b>Prime Application ID</b>	Application ID of the prime grant application. You must contact the prime applicant to obtain this ID.
<b>Program Description</b>	The name of the prime application's program is displayed in this field. Confirm that this is the program under which you wish to apply. If the program is different than you expect, contact the prime applicant before continuing to enter your application.
<b>Subapplication Due Date</b>	If you are the prime applicant, enter the date by which you want all subapplications submitted. If you are a subgrant applicant, you must submit your application by this date.

### Applicant

This section displays the applicant's organization information. If you are a Corporation employee filling out an application on the behalf of an applicant without Internet access, select the EIN of the applicant organization from the LOV. For all other people, the organization with which they are registered will be displayed. View the information displayed for accuracy. If any changes are required, click on the Edit Organization button, make the changes, and click on the Save button. The changes will be displayed in the application.

<b>EIN</b>	The applicant's 9-digit Employer Identification Number as assigned by the Internal Revenue Service.
<b>Legal Applicant</b>	The complete name of the organization that will be legally responsible for the grant. Do not use the name of your organizational unit within the legally responsible organization. For example, use "National University" instead of "Liberal Arts Department".
<b>Street Address</b>	The address to which any correspondence should be mailed. If you enter a PO Box, a street address must also be included on the line below. Otherwise, the second line of the address is optional.
<b>City</b>	The city in which the organization is located.
<b>State</b>	The two-character abbreviation for the state in which the organization is located.
<b>Zip</b>	The organization's 5-digit zip code. The four-digit extension is optional.

## Application Type

This section is used to identify the type of application. If the application type is a continuation, amendment, or renewal you must also enter a grant number, as described earlier. The grant you are amending, continuing, or renewing will be copied.

<b>Type of Application</b>	Use the drop-down list to select the type of application you are submitting. <ul style="list-style-type: none"><li>- Select "New" if you are applying for assistance for the first time or are reapplying for a new grant cycle.</li><li>- Select "Continuation" if you are a grantee applying for your second or third year of funding within your 3-year project period.</li><li>- Select "Amendment" if you are a grantee proposing any change in your budget or requesting a no cost extension.</li><li>- Select "New Application/Previous Grantee" if this is an application for a Senior Corps program and you are reapplying for a new grant cycle.</li></ul>
<b>If Amendment, select type</b>	If you are proposing a revision of your grant, use the drop-down menu to select the type of revision you are submitting. <ul style="list-style-type: none"><li>- Select "Augmentation" if you are a Senior Corps grantee submitting a revised budget to incorporate a Corporation-authorized increase.</li><li>- Select "Budget Revision" to make a change in the grant budget, including slots.</li><li>- Select "No cost Extension" to request an extension of the grant period. No-cost extensions can be requested only in the third year of the 3-year grant cycle and must be requested before the project period ends.</li></ul>
<b>If no cost extension, specify reason</b>	If the type of amendment is a no cost extension, enter the extension date.
<b>Grant Number</b>	The system will display the grant number when you receive a grant award. If you have more than one grant from CNCS, you can query on the grant number. If you are submitting an application for a revision or continuation, select the corresponding grant number from the drop-down list when instructed to do so.

## Project/Project Director Information

This section is used to identify the type of project that would be supported by the grant, the project director's name, and the contact information for the project. Use the list of values buttons to select the program and project director if they have previously been entered in eGrants, or use the buttons described below to enter new information.

<b>Project Title</b>	The name of your program. If you have prior grant applications on file with CNCS for this program, select the project name from the list of values. To add a new project, click on the <a href="#">Enter/Edit Program</a> button. After you enter the program information, click the Save button. The project information will be displayed in the application window.
<b>Enter/Edit Program</b>	Click the Enter/Edit Program button to enter or edit Program and Program Address information including: name, address, phone numbers, and email address. You must save outstanding changes before clicking on this button.
<b>Street Address</b>	The street address for this program. The second address line is optional.
<b>City</b>	The city in which this program is located.
<b>State</b>	The state in which this program is located.

<b>Zip</b>	The five-digit zip code for this program. The four-digit extension is optional.
<b>Project Director</b>	Use the list of values button to select the project director from a list of people previously entered into the system. Click on the Enter/Edit Contact button to enter a project director not already listed. If you are selecting a new project director, you will also need to enter other information, such as address and phone number.
<b>Enter/Edit Contact</b>	Click the Enter/Edit Contact button to enter the name and other information for a project director not already on the list. You must save outstanding changes before clicking on this button. You must also have the privileges to make changes assigned to you by the administrator of your organization's account.
<b>Day Phone</b>	Daytime telephone number of the project director.
<b>Fax</b>	The fax number of the project director.
<b>E-mail</b>	The electronic mail address for the project director.

### Program Initiative and Dates

This section is used to enter a description of the program emphasis for your application, and to display the date your application was received by CNCS.

<b>Program Initiative</b>	Enter the title of the program initiative.
<b>Date Received by CNCS</b>	If you have submitted your application to the Corporation for National and Community Service, the date displayed is the date CNCS received it. If you have not yet submitted your application, this field will be blank.
<b>Date Received by Prime</b>	If you are an AmeriCorps subgrantee who has submitted your application to the prime applicant, the date displayed is the date it was received. If you have not yet submitted your application, this field will be blank.

### Authorized Representative

Select the authorized representative for the organization applying for the grant.

<b>Name of Authorized Representative</b>	The authorized representative is the person in your organization authorized to accept and commit funds on behalf of the organization. If your authorized representative does not appear in the drop-down list, contact the person in your organization who set up your account.
<b>Telephone Number</b>	This field displays the telephone number of the authorized person who will sign the application. If this information is incorrect, contact the person in your organization who set up your account.
<b>Title</b>	This field displays the official title of the authorized person who will sign the application.

### Buttons

The buttons at the bottom of the tab are used to enter or update a budget, verify that the application has been filled out completely, submit the application, and print a copy of the application.

<b>Enter/Edit Budget</b>	When the Enter/Edit Budget button is clicked, the <a href="#">Enter Budgets</a> form opens so you can enter or edit the budget related to this grant application.
--------------------------	---

<b>Verify</b>	Click the Verify button to verify that all the required fields on the application have been entered. If any errors are detected, a window will open that describes the errors. Make the noted corrections and click Verify again to see if all problems have been fixed.
<b>Submit Application</b>	Click the Submit Application button to submit the application to the prime applicant (if you are applying for a subgrant) or to CNCS. Before the application is submitted, eGrants will verify the application as described above. If any errors are detected, correct the errors and Verify the application before attempting to submit again. Once the submit process has been completed, the values cannot be changed.

## Reports

Three reports are available from this form:

<b>Application for Federal Assistance</b>	The SF424 application and associated narratives and workplan or objectives.
<b>Budget</b>	The budget for the grant.
<b>Budget Narratives</b>	The budget narratives for the grant.

To run a report, query the form to display the application of interest, select the report to run, and click on the Run Report button.

<b>Report Name</b>	Select a report to run.
<b>Run Report</b>	Click this button to run the report.

## Application Tab

This tab is used to enter additional information about the grant application.

The screenshot shows the 'Application' tab of a grant application system. The form is divided into several sections. At the top, there are tabs for 'Applicant', 'Application', 'Assurances and Certifications', 'Narrative', 'Workplan', and 'Documents'. The 'Application' tab is active. The form includes the following fields and sections:

- Organization Type:** Non-Profit
- Catalog of Federal Domestic Assistance Number:** 94.211
- Areas Affected by Project (List Cities, Counties, States, etc):** North Carolina
- Proposed Project Period Start Date:** 10/01/2002
- End Date:** 09/30/2003
- Approved Start Date:** 07/01/2001
- End Date:** 06/30/2002
- Is the Application Subject to Review by State Executive Order 12372 Process?:** (checkbox)
- Is the Applicant Delinquent on any Federal Debt?:** (checkbox)
- Program Website Address:** www.coastalcommunity.org
- Estimated Funding:**

Federal	30,000
Applicant	10,000
Local	2,000
State	1,000
Other	5,000
Income	2,000
<b>Total</b>	<b>50,000</b>
- Type of Application:** Statewide Association

<b>Organization Type</b>	When your organizational profile was set up, an organization type was selected by the person making the entry. If this information is incorrect, contact the person in your organization responsible for maintaining this information.
<b>Catalog of Federal Domestic Assistance Number</b>	This field displays the CFDA number that the NOFA has been set up under.
<b>Areas Affected by Project (List Cities, Counties, States, etc)</b>	List all the geographic areas that your project will serve, using cities and/or counties.
<b>Proposed Project Period Start Date</b>	The date that you propose to begin your project. This should be the date you want to start expending grant funds. See program-specific guidelines for the grant periods that correspond to this NOFA.
<b>End Date</b>	The date that you propose to end your project. This should be the last date you want to expend grant funds. Generally, this is a three-year period for CNCS grants. The NOFA will indicate whether the grant period is shorter.
<b>Approved Start Date</b>	If this is a continuation or amendment, the approved start date for the grant.
<b>End Date</b>	If this is a continuation or amendment, the approved end date for the grant.
<b>Is the Application Subject to Review by State Executive Order 12372 Process?</b>	Indicate if this application is subject to review by the state "Executive Order 12372 Process" by checking the box. Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed federal financial assistance and direct Federal development. The Order allows each state to designate an entity to perform this function. A list of



	these "Single Point of Contact" entities can be found at: <a href="http://www.whitehouse.gov/omb/grants/spoc.html">http://www.whitehouse.gov/omb/grants/spoc.html</a> . Contact the Single Point of Contact to determine whether your application is subject to the state intergovernmental review process.
<b>If yes, date</b>	Type in the date a copy of your application was submitted to the state for review under the 12372 Process.
<b>Is the Applicant Delinquent on any Federal Debt?</b>	Delinquent federal debt includes federal tax or non-tax debts.
<b>If yes, explain</b>	If the legal applicant has delinquent federal debt, explain the circumstances. You must enter an explanation if you checked the box above.
<b>Program Website Address</b>	Enter your project's web site address (URL).

### Estimated Funding

The Federal funds requested and the applicant share being proposed are based on the total amounts entered in the application budget. The total will be calculated for you. Senior Corps applicants will also enter amounts in the "State," "Local," "Other" and "Income" boxes as applicable. The total of those amounts must be equal to the Applicant amount in the budget. See the Senior Corps application guidelines for specific instructions.

<b>Federal</b>	The total amount of Federal funds being requested in the budget.
<b>Applicant</b>	The total amount of the applicant share as entered in the budget.
<b>Local</b>	The amount of the applicant share that is coming from local sources.
<b>State</b>	The amount of the applicant share that is coming from state sources.
<b>Other</b>	The amount of the applicant share that is coming from other sources.
<b>Income</b>	The amount of the applicant share that is coming from income.
<b>Total</b>	The applicant's estimate of the total funding amount for the agreement (Calculated automatically. Display only).

### Type of Organization

Enter one or more characteristics of your organization that apply to this application. Organization characteristics that have previously been entered will already be displayed.

<b>Type of Organization</b>	These are the specific characteristics of your organization. Choose all that apply. For example, a private non-profit organization might also be a statewide association or a Changer of Commerce. A county applicant may also be a law enforcement agency.
-----------------------------	---

## Assurances and Certification Tab

The Assurances and Certifications Tab is used to view and/or print the application assurances and certifications, and to agree to perform all actions and support all intentions in the Certifications document. The appropriate authorized certifying officials must click on the View/Print Assurances button to agree to the assurances and on the View/Print Certifications button to agree to the certifications, then click the corresponding "I Agree" button to electronically sign the assurances or certifications. Your name and the date will be displayed. NOTE: You cannot submit this application until you have "accepted" the terms of the assurances and certifications.

The screenshot shows a web application interface with a top navigation bar containing the following tabs: Applicant, Application, Assurances and Certifications (which is the active tab), Narratives, Workplan, and Documents. Below the navigation bar, the main content area is divided into two sections. The first section, titled 'Assurances', contains three input fields: 'Authorized Certifying Official' (a dropdown menu), 'Title' (a text input field containing 'Program Manager'), and 'Date' (a date picker). Below these fields are two buttons: 'View/Print Assurances' and 'I Agree'. The second section, titled 'Certifications', is similar and contains fields for 'Authorized Certifying Official', 'Title', and 'Date', with buttons for 'View/Print Certifications' and 'I Agree'.

## Assurances

This section is used to view and electronically sign the assurances.

<b>Authorized Certifying Official</b>	The name of the person that clicks the "I Agree" button for the Assurances (display only). If the Date is filled in, this person has electronically signed the Assurances.
<b>Title</b>	The title of the person agreeing to the assurances (display only).
<b>Date</b>	The date the Assurances were made (display only). Provided by the system when the user presses the "I Agree" button and "Accepts" the terms of the Assurances.
<b>View/Print Assurances</b>	Click this button to view and or print the Assurances. You must read the Assurances before you will be able to click on the "I Agree" button.
<b>I Agree</b>	Instructions to Certifying Official: Click "View/Print Assurances" to review the terms. Then click on "I Agree" and read the disclosure. If you select Accept, this will be equivalent to your electronic signature. The date field will be filled in with the current date and you will be able to "Submit" this application to CNCS. If you select Cancel, the Assurances will not be signed at that time.

## Certifications

This section is used to view and electronically sign the certifications.

<b>Authorized Certifying Official</b>	Select the name of your certifying official from the drop-down list. If that person does not appear on the drop-down list, contact the person in your organization who established the account. The certifying official will need to log onto the system and click the "I Agree" button to agree to the Certifications. The name of the person that agreed to the Certifications will then be displayed. This person has electronically signed the Certifications.
<b>Title</b>	The title of the person agreeing to the Certifications (display only)
<b>Date</b>	The date the Certifications were made (display only). Provided by the system when the user presses the "I Agree" button and "Accepts" the terms of the Certifications.
<b>View/Print Certifications</b>	Click this button to view and/or print the Certifications. You must read the Certifications before you will be able to click on the "I Agree" button.
<b>I Agree</b>	Instructions to Certifying Official: Click "View/Print Assurances" to review the terms. Then click on "I Agree" and read the disclosure. If you select Accept, this will be equivalent to your electronic signature. The date field will be filled in with the current date and you will be able to "Submit" this application to CNCS. If you select Cancel, the Assurances will not be signed at that time.

## Narratives Tab

Refer to the grant application guidelines for instructions specific to each program. Some of the narrative fields here are not required by all Corporation programs and each program has some specific required information. Enter text for each narrative shown by selecting the narrative type and entering the text in the Narrative Text field. All narratives must be completed to verify and submit the application.

The screenshot shows a web application interface with a tabbed menu at the top: Applicant, Application, Assurances and Certifications, **Narratives**, Workplan, and Documents. The 'Narratives' tab is active, displaying a table with two columns: 'Narratives' and 'Narrative Text'. The 'Narratives' column lists several categories: Strengthening Communities, Recruitment and Development (which is highlighted in blue), Program Management, Organizational Capacity, and Other. Below these are several empty rows. The 'Narrative Text' column contains a text area with the placeholder text 'Narrative for recruitment and development on a Senior Corps project.' and a vertical scrollbar on the right side.

<b>Narratives</b>	The type of narrative to enter. The narratives are different for each Corporate program. See the grant application guidelines for further instructions specific to entering the narrative text.
<b>Narrative Text</b>	The text of the narrative for your application. You may “copy and paste” information from a word processing document into this field.

Descriptions of the narrative types are summarized below:

<b>Executive Summary</b>	(Not applicable to Senior Corps) A concise statement of need, mission, impact and proposed program design. Describe the critical unmet need to be addressed by the program, the sponsoring agency mission and how it relates to the identified need, the expected impact of the program on the identified need, and a concise description of the proposed program.
<b>Summary of Accomplishments</b>	(To be filled out by current or previous AmeriCorps grantees only) For all prior years of AmeriCorps funding, restate your program’s objectives and provide a clear description of program impact and accomplishments in all three of the objective areas—Getting Things Done, Participant Development and Strengthening Communities.
<b>Needs and Service Activities</b>	(Not applicable to Senior Corps) Describe the direct service activities that members in the proposed program will perform. Restate the critical community need, and explain how the program objectives meet the community need. Identify the expected impact of the program and how you will evaluate whether or not you have achieved the desired change. Provide a detailed description of member service activities and how these activities will produce the expected impact. Include a description of a “typical day” for a member.
<b>Strengthening the Community</b>	<p>Describe the relationship between your program and the community, how you select community partners and the role of each partner. Provide information about how you will build public awareness of and support for the program within the community and how you will bring together people of diverse backgrounds. Describe how you mobilize community resources and how, if at all, members/volunteers/participants will participate in community activities.</p> <p><b>Senior Corps applicants:</b> Describe the community you serve (e.g. key economic, demographic and geographic features), how you ensure local input into program design and evaluation, and how you mobilize community resources. Complete this section only if you are a first time applicant or are reapplying for a new grant.</p> <p>Ensure that your narrative addresses:</p> <ol style="list-style-type: none"> <li>How you will enhance the capacity of organizations and institutions within the community; and</li> <li>How you will work to integrate senior service into the activities of other service programs within the community.</li> </ol>
<b>Recruiting and Developing Members/Volunteers and Participants</b>	<p>Describe how you will recruit, train and provide ongoing development opportunities for members.</p> <p><b>AmeriCorps Applicants:</b> Identify the skills, characteristics and minimum qualifications for members of this program. Describe how you will recruit members along with the selection process and selection criteria for qualified applicants. Provide information about your member training and development activities and how they prepare members for service. Prepare a member training plan as described in the Instructions.</p>

	<p><b>Senior Corps Applicants:</b> Describe how you will:</p> <ol style="list-style-type: none"> <li>Assure a high quality experience for volunteers that offers opportunities such as building new skills, developing leadership potential, reflecting on the meaning of service to the community, and enhancing the quality of their own lives;</li> <li>Build a corps of volunteers, including recruiting, retaining and recognizing senior volunteers; and</li> <li>Provide training and technical assistance to project staff, volunteers, volunteer station supervisors, and community participation groups.</li> </ol>
<b>Program Management</b>	<p>Describe specific plans and strategies for overall management of the program you propose.</p> <p><b>For AmeriCorps:</b> If applicable, describe the process and criteria for selecting host organizations, how you will monitor host sites, and plans for communicating with host sites. Describe how you will train host site supervisors and organizations. Explain your plan for monitoring compliance with program requirements and evaluating progress toward objectives.</p> <p><b>Senior Corps applicants:</b> Describe how you will ensure high quality program management. Address each of the following areas:</p> <ol style="list-style-type: none"> <li>Developing and managing volunteer stations and volunteer assignments that address specified community needs and that provide meaningful placements for the volunteers;</li> <li>Assessing project performance to assure all goals and objectives are met and that these result in a high quality project. This may include an annual assessment of project accomplishments.</li> <li>Managing information and data to demonstrate the concrete impacts of the project and its volunteers.</li> <li>Managing project resources, both financial and in-kind, to ensure accountability and efficient and effective use of available resources.</li> <li>Securing resources, such as cash and in-kind contributions, to sustain and expand the project.</li> </ol>
<b>Organizational Capacity</b>	<p>Describe your organization's capacity to operate the program you propose. Describe your organization's experience in the proposed program area. Identify key staff positions responsible for program management, background and experience of these staff members and/or plans to select and support additional staff. Describe your financial management systems and past experience managing federal grant funds.</p> <p><b>Senior Corps applicants:</b> In addition to the above, be sure to address your organization's:</p> <ol style="list-style-type: none"> <li>Track record in successfully managing volunteer programs, involvement with seniors, and impact-based programming;</li> <li>Capacity to assure the project has adequate facilities, equipment, supplies, purchasing procedures, and personnel management support, including clearly defined roles for staff and administrators; and</li> <li>Procedures or systems for self-assessment, evaluation and continuous improvement.</li> </ol>
<b>Other</b>	<p>Use this space to answer any additional questions that appear in the NOFA. Refer to NOFA for specific questions or instructions.</p> <p><b>For Americorps Applicants:</b> Describe sources of support for the program and sustainability Budget &amp; Cost</p>

	<p>Effectiveness: Ensure that the budget supports the program design and activities. Describe sources of support—financial and otherwise—for the proposed program. Explain how you will ensure that the program service activities are sustained beyond the life of the grant.</p>
<b>Recruiting and developing members</b>	<p>Describe how Members, Volunteers or Participants will be recruited and developed. Include plans for initial orientation and training throughout the year. Please note that Federal law requires sponsors to make reasonable accommodations to the needs of qualified disabled persons wishing to serve as Members. Indicate any factors potential disabled Members should be aware of when considering service at your site, such as availability of transportation and housing, accessibility of facilities, etc.</p>
<b>VISTA Assignment Description</b>	<p>Position description of the Member Assignment (AmeriCorps*VISTA only)  The Assignment Description is used to recruit and inform potential Members about specific assignments to be performed on the project. Members assigned to the project will use the Assignment Description as their principal guidance for day-to-day activities designed to achieve the goals and objectives of the project Work Plan. The Assignment Description(s) must relate to its Project Work Plan (Goals and Objectives), although each Member may perform one or more segments of the Work Plan. Describe the skills and qualifications required or preferred of a potential Member to accomplish the tasks and activities included in the Work Plan. If a Member must have specific skills or credentials, list them, e.g. must speak fluent Spanish (see SAMPLE below).</p> <p><b>The Member tasks and activities will be:</b></p> <ol style="list-style-type: none"> <li>1. produce outreach materials for volunteer recruitment</li> <li>2. recruit minimum of 20 volunteers and train agency staff to continue recruitment efforts</li> <li>3. meet with local business owners to solicit assistance in designing job-readiness training sites</li> <li>4. set up teachers' referral system to select youth candidates for the program</li> <li>5. research and develop funding resources to ensure project sustainability</li> </ol> <p><b>The preferred Member skills and qualifications are:</b></p> <ol style="list-style-type: none"> <li>1. Interest in working on the problem of employment for low-income youth.</li> <li>2. An educator, counselor, or individual that has experience with youth programs is desirable. A retired business professional would also be welcome.</li> <li>3. Spanish helpful but not required.</li> </ol>

## Objectives Worksheet Tab

The Objectives Worksheet tab is used by Learn and Serve and AmeriCorps applicants. Refer to the grant application guidelines for instructions specific to each program.

The screenshot displays the 'Objectives Worksheet' tab in a grant application system. The interface includes a top navigation bar with tabs for 'Applicant', 'Application', 'Assurances and Certifications', 'Narratives', 'Objectives Worksheet', and 'Documents'. The 'Objectives Worksheet' tab is active. Below the navigation bar, the form is divided into three main sections. The first section, 'Service Category', features a dropdown menu with 'Mental Retardation' selected. The second section, 'Objective Type', shows a list of three types, with 'Getting Things Done' selected. The third section, 'Objective', contains a list of seven categories (Activities, Results, Measures, Standard for Success, Beneficiaries, Objective Summary) and a large text area for the description of the measure.

### Service Category

Using the list of Service Categories, select all the categories that correspond to your proposed project's objectives.

<b>Service Category</b>	Select one or more service categories from the list. This is a list of basic human needs (BHN) codes used to describe service activities of programs. These are related to your entire program and not specific objectives
-------------------------	--

### Objectives

Select at least one Objective Type and enter a number (starting with 1). You must enter at least one but no more than 3 objective numbers for each selected objective type. For example, you may have Getting Things Done objective 1, objective 2, and objective 3. For each objective type and objective number describe the objectives for your project. See the Corporate program application guidelines for specific instructions on the objective types and information that should be entered for objectives.

<b>#</b>	In each category, you must enter at least one but no more than three objectives. For example, you may have Getting Things Done objective #1, objective #2, and objective #3.
<b>Objective Type</b>	Choose from one of the three types of objectives; Getting Things Done, Participant Development, or Strengthening Communities.
<b>Objective</b>	A different set of Objectives is listed for each objective type and Corporate program. See the Corporate program application guidelines for specific instructions on the information that should be entered for each objective.

<b>Objective Text</b>	Enter a complete description of the objective for the currently selected objective type.
-----------------------	--

<b>Objectives</b>	<p>Click on the objectives one at a time to enter text each objective type. Please complete each objective for each objective. The objective are:</p> <p>Activities: Enter the activity for a specific objective. Example: "15 participants/members will tutor first-grade students in reading at Lake Elementary School for one hour, three times a week."</p> <p>Results: Enter what will change as a result of the preceding activity. Example: First-graders' reading scores will improve.</p> <p>Measures: List the specific measurement(s) or instrument(s) you will use to measure the change. Example: Quarterly reading test scores.</p> <p>Standard for Success: Describe how much change will indicate success including degree of measurement, time period, number of beneficiaries. Example: "85% of the first-grade students tutored will demonstrate an increase in their reading level of one grade over the course of the academic year."</p> <p>Beneficiaries: State how many people will directly benefit from this activity. Example: "15 first-grade students will benefit."</p> <p>Objective Summary: Combine the previous five steps to compose a complete objective. Example: "15 participants/members in the School for Success program will tutor 15 first grade students at Lake Elementary School for one hour three times weekly in reading, increasing the reading ability of 85% of the students by at least one grade level over the course of the academic year, as evidenced by quarterly test scores."</p>
<b>Text</b>	Enter the text for the selected objective within the selected objective type.



## Workplan Tab

The Workplan tab is used by Senior Corps applicants. Enter the information described below.

<b>Service Category</b>	Using the list of service categories, select all the categories that correspond to your proposed project's goals and objectives. Then click on one at a time and fill in below the Elements that relate to each category.
<b>Total # Stations Contributing</b>	Enter the total number of volunteer stations serving as placement sites for volunteers involved in this service category.
<b>Elements</b>	<p>Click on the elements one at a time to enter text for the service category above. Please complete the workplan for this service category with each of the following elements:</p> <p>Community Need: This field is required for impact volunteers only. Describe the priority community problem or issue which this objective is designed to address.</p> <p>Service Activity: This field is required for all volunteers. Provide specific descriptions of activities the volunteers will undertake to help meet the identified need.</p> <p>Anticipated Input: This field is required for all volunteers. Describe the resources that will be available to help meet the identified need, including the numbers of volunteers, any training, and other resources.</p> <p>Anticipated Accomplishments: This field is required for impact volunteers only. Describe what the volunteers do, in measurable terms, to help meet the need. These are more immediate results or products of the volunteers' service activities. Accomplishments are measurable and quantifiable.</p> <p>Anticipated Impact/Data Sources: This field is required for impact volunteers only. Describe the anticipated longer term or permanent change expected due to the services of the volunteers on meeting the identified need.</p>

<b>Element Text</b>	Enter the text for the selected element within the selected service category.
<b>Period of Accomplishment</b>	Using federal fiscal quarters (Oct-Dec is 1st Quarter, Jan-March is 2nd Quarter, etc.), enter when each element is expected to be accomplished. Multiple quarters are acceptable for ongoing activities.

## Project Plan Tab

The Project Plan tab is used by applicants applying for Subtitle H, AmeriCorps VISTA, and state commission administrative grants. Enter the information described below.

The screenshot shows the 'Project Plan' tab selected in a navigation bar. The main content area is divided into three sections:

- Service Category:** A dropdown menu with 'Mental Retardation' selected.
- Goals and Objectives:** A dropdown menu with 'THIS IS A TEST' selected, followed by two empty text input fields.
- Planned Period of Accomplishment:** A dropdown menu with 'FIRST QUARTER' selected, followed by two empty text input fields.

<b>Service Category</b>	Using the list of Service Categories, select all the categories that correspond to your proposed project's goals and objectives. Then click on one at a time and fill in below the Goals and Objectives that relate to each category.
<b>Goals and Objectives</b>	Goals are ends toward which project activities are directed. They are broad in scope, up to 12 months in duration and respond to the needs of the community described on the Narratives tab. Objectives are definable results leading to the achievement of each goal, and are stated in quantifiable and measurable terms. They are narrower in scope and short-term (e.g., quarterly) in duration.
<b>Planned Period of Accomplishment</b>	Using federal fiscal quarters (Oct-Dec is 1st Quarter, Jan-March is 2nd Quarter, etc.), enter when each element is expected to be accomplished. Multiple quarters are acceptable for ongoing activities.

## Documents Tab

The Documents lists the required documents for this application (if any), as well as any additional documents you may choose to submit (for Learn and Serve only). The documents that are required for submission vary by corporate program and application type. You must provide these documents by mail. For each required document, indicate whether the document is already on file at CNCS, is not applicable to your project, or has been sent to CNCS. If any required documents are listed as "Not Sent", you will not be able to verify or submit the application.

Required Document	Status
Articles of Incorporation	Already on File at CNCS
Board of Directors	Not Applicable
CNA Certification	Not Sent
Certification of nonprofit status	Sent
Organizational Chart	Already on File at CNCS
Project Director's Job Description	Not Sent
Community Advisory Group names and addresses	Sent
Negotiated Indirect Cost Agreement	Not Applicable
Statement of whether applicant is subject to A133 audit	Not Sent
Statement of date of last A133 audit	Not Sent

<b>Required Document</b>	This is a list of all documents required by the Corporation. Refer to the application guidelines to determine which documents you must provide.
<b>Status</b>	<p>Already on file: Select this if a valid copy of the required document with accurate information is already on file with CNCS, and a duplicate submission is not needed. Again, see the application guidelines for specific information.</p> <p>Not Applicable: Select "not applicable" if the application guidelines do not require that you send it with this specific application.</p> <p>Not Sent: The default setting. You cannot verify or submit an application that has this selection for any documents.</p> <p>Sent: Select "sent" after you have sent the document listed to the appropriate Corporation office via hardcopy mail. The application guidelines will tell you where to send the document.</p>
<b>Additional Documents</b>	Name of the additional document submitted.
<b>Status</b>	See the definition of Status above.

Applicant	Application	Assurances and Certifications	Narratives	Objectives Worksheet	Documents																																
<div><table><thead><tr><th>Required Document</th><th>Status</th></tr></thead><tbody><tr><td>Organizational Chart</td><td>Sent</td></tr><tr><td>Proof of Federally Approved Indirect Cost Rate</td><td>Sent</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></tbody></table><div></div><table><thead><tr><th>Additional Documents</th><th>Status</th></tr></thead><tbody><tr><td></td><td>Not Sent</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></tbody></table></div>						Required Document	Status	Organizational Chart	Sent	Proof of Federally Approved Indirect Cost Rate	Sent																	Additional Documents	Status		Not Sent						
Required Document	Status																																				
Organizational Chart	Sent																																				
Proof of Federally Approved Indirect Cost Rate	Sent																																				
Additional Documents	Status																																				
	Not Sent																																				

## **AmeriCorps Grantees with Subgrantees**

AmeriCorps programs may have subgrantees. Subgrant applications may be entered by the subapplicant or the prime applicant. Before a subgrant application can be entered, a prime application must be entered and saved by the prime applicant organization and the application must be opened to subgrant applications.

### **Entering a Prime Application**

A prime applicant organization creates a prime application by selecting the appropriate NOFA and entering a subgrant due date (if subs are required to enter their own application). Enter the remaining information on the first tab, including the program name and authorized representative. Enter the project period start and end dates on the second tab. This is the minimum information required to be able to open the application to subgrant applications. Save the application. The status of the application will be changed to "Prime Applicant Initial Entry". Additional information can be entered now or after subapplications are received. If subapplicants are entering their own applications (as for AmeriCorps State) the prime applicant should notify potential grant applicants that they can now enter their own applications and tell them the NOFA and application ID under which to apply.

For subapplicants entering their own application, the process is as follows:

- The "prime" applicant would have already created their application, designated a subapplication due date, and informed the subapplicant of the prime application ID.
- Subapplicants enter grant objectives worksheet, narratives, and budgets according to application guidelines for the corporate program sponsoring the NOFA.
- After validating the application and budget, subapplicants submit the applications to the prime applicant.
- After subapplications are submitted, they will appear on the subapplications tab for the prime applicant.

When the subapplication has been submitted, the following actions can be taken by the Prime applicant:

- The Prime applicant reviews the applications by selecting a subapplication and clicking the View/Print button.
- The Prime can accept, reject, or send the subapplication back to the subapplicant by choosing the appropriate status drop-down list.
- When the Prime is satisfied with the subapplication, the amount approved and the number of FTEs approved must be entered on the Subapplications Tab.
- If the approved amounts are different than the amounts requested, select "Returned to subapplicant" from the Status drop-down list. Notify the subapplicant that the budget for the subapplication must be adjusted accordingly. When the subapplicant resubmits the application, the prime applicant can change the status to the appropriate submission (either 'For Formula' or 'For Competitive').

If subapplications are being entered by the prime applicant, the prime applicant clicks the 'Create' button and is prompted to enter the organization and program names for the subapplication. The prime will then be prompted to validate the creation and the subapplication will be created. The prime needs to also enter the budget information for the subapplicant application.

### **Subapplications Tab**

This tab is only available to AmeriCorps primary applicants that have subapplicants. As subapplications are submitted, they will appear in the list. The primary applicant can view the subapplication by clicking on the View/Print button. As decisions are made on the subapplications, update the status of the subapplication. You may select subapplications for submission for competitive grants, reject a subapplication, or select the subapplication for inclusion in a formula grant. You may also set the status of the application so that the subapplicant can make changes, then resubmit the application.

Applicant    Application    Assurances and Certifications    Horizons    Objectives Worksheet    **Subapplications**    Documents

Prime Application ID: 074000005    Legal Applicant: Norris Square Neighborhood Project, Inc.    Subapplication Due Date:

Project: Norris Square Neighborhood Project

Subapplication ID	Subapplicant	Amount Requested	Amount Approved	FTE's Requested	FTE's Approved	Status

Recommendation Summary:

View/Print    Enter/Edit Budget    Create

<b>Prime Application ID</b>	The identification number of the prime application.
<b>Legal Applicant</b>	The complete name of the organization that will be legally responsible for the grant. Not the name of the organizational unit within the legally responsible organization. (For example, "National University" instead of "Liberal Arts Department".)
<b>Project</b>	The name of the primary applicant's program.
<b>Subapplication Due Date</b>	The date that subapplications submitted under this application are due.
<b>Subapplication ID</b>	The identification number of the subgrant application.
<b>Subapplicant</b>	The name of the subapplicant organization.
<b>Amount Requested</b>	The amount being requested by the subapplicant organization, as specified in the budget.
<b>Amount Approved</b>	The amount approved for funding by the primary applicant for the subapplication.
<b># FTEs Requested</b>	The number of full time equivalent participants being requested by the subapplicant, as specified in the budget.
<b># FTEs Approved</b>	The number of full time equivalent participants approved by the primary applicant for the subapplication.
<b>Status</b>	The current status of the subapplication.
<b>Recommendation Summary</b>	For the use of the primary applicant to note why a subapplication was selected for submission to CNCS.
<b>View/Print</b>	Generates an SF424 application for the selected subapplicant.
<b>Create</b>	Press this button to Create the subapplication record. This button is only enabled if the prime applicant is the one creating the subapplication. The organization and program names for the subapplication will be required to complete this subapplication record creation.
<b>Enter/Edit Budget</b>	Press this button to access the Enter Budget form. This button is only enabled if the prime applicant is the one creating the subapplication.